

Simple Business Requirements Document

Capture the essential business need and the measures that will show whether it was met.

Project: _____	Owner: _____
Version: _____	Date: _____

Problem and objective

What needs to change and why?

Current and future state

Summarize today's process and the desired future capability.

Key requirements

ID / priority	Business requirement	Acceptance measure

Assumptions and constraints

Note boundaries that affect the requirements.

Approval

Prepared by / date	Approved by / date